



Valid for locations Auerbach, Bayreuth und Klasterec

Stand: 01.09.2017

**1. Necessary documents for the goods receipt**

- Waybill
- Delivery notes
- Customs documents of third countries

**2. Required pick-up documents**

- Waybill, delivery notes and customs documents are generally handed over with customer goods.

**3. Requirements for the equipment of the forwarder**

- Loading and offloading is possible on the rear of the truck and on canvas cover trucks on the side

**4. Requirements for the Forwarder**

- The delivery and pick-ups has to be realized within the timeframes listed under para. 7 & 8
- Registration is in the area of incoming goods or in the office of dispatch
- Subcontractors have to announce „By order of forwarder ...“
- Goods receipt is allowed only at the unloading points, as stated in the delivery notes by the suppliers
- Pick-ups are allowed only at the loading points, as stated in the loading advices
- Cargo securing is designated by the driver
- All trucks have to carry the following equipment when entering the plant:
  - **Reflective vest** (Norm EN 471)
  - **Safety shoes** (DIN EN ISO 20345 / obsolete: DIN EN 345)
  - **Sufficient securing services material** (non-slip mat, edge protection, belt strap with validity and without damage, clean swept freight hold)

On the plant grounds drivers and passengers are obligated to wear the reflective vest and safety shoes when leaving the truck.



## Appendix 5: Location specific logistic instructions for providers

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### 5. Special

- All deviations have to be agreed with the incoming or outgoing department, e.g. for urgent or expedited shipment, incoming or outgoing goods outside the designated hours

### 6. Contact

Function	Telephone	Email
Freight general	+49 9643/18-1708	<a href="mailto:ARB.Fracht@zf.com">ARB.Fracht@zf.com</a>
Management of empties	+49 9643/18-1903	<a href="mailto:ARB.Leergutmanagement@zf.com">ARB.Leergutmanagement@zf.com</a>
Logistic general	+49 9643/18-1272	<a href="mailto:ARB.Logistik@zf.com">ARB.Logistik@zf.com</a>
<b>Incoming</b>		
-Plant Auerbach	+49 9643/18-1700	<a href="mailto:ARB.Wareneingang@zf.com">ARB.Wareneingang@zf.com</a>
-Plant Bayreuth	+49 921/79206-121	<a href="mailto:BY.Wareneingang@zf.com">BY.Wareneingang@zf.com</a>
-Plant Klasterec	+420 474 359 111	<a href="mailto:KL.Wareneingang@zf.com">KL.Wareneingang@zf.com</a>
<b>Outgoing</b>		
-Plant Auerbach	+49 9643/18-1453	<a href="mailto:ARB.Versand@zf.com">ARB.Versand@zf.com</a>
-Plant Bayreuth	+49 921/79206-141	<a href="mailto:BY.Versand@zf.com">BY.Versand@zf.com</a>
-Plant Klasterec	+420 474 359 111	<a href="mailto:KL.Versand@zf.com">KL.Versand@zf.com</a>



Appendix 5: Location specific logistic instructions for providers

7. Designated hours incoming goods

Incoming Goods				Designated hours		Statement
Plant	Adress	hall	Gate way	Business days	Time	
Auerbach	Cherrystraße 91275 Auerbach		1-6	Mo-Do. Fr.	07:15 – 16:00 07:15 – 13:00	
Bayreuth	Am Briefzentrum 2 95448 Bayreuth			Mo – Do. Fr.	07:15 – 16:00 07:15 – 13:00	
Kláštorec	Osvobozená 780 Kláštorec nad Ohří CZ-43151			Mo – Do. Fr.	07:15 – 16:00 07:15 – 13:00	

8. Designated hours outgoing goods

Outgoing Goods				Designated hours		Statement
Plant	Adress	hall	Gate way	Business days	Time	
Auerbach	Cherrystraße 91275 Auerbach		1-6	Mo-Do. Fr.	07:15 – 16:00 07:15 – 13:00	
Bayreuth	Am Briefzentrum 2 95448 Bayreuth			Mo – Do. Fr.	07:15 – 16:00 07:15 – 13:00	
Kláštorec	Osvobozená 780 Kláštorec nad Ohří CZ-43151			Mo – Do. Fr.	07:15 – 16:00 07:15 – 13:00	